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31 March 1980

MEMORANDUM FOR: Deputy to the Director for Resource Management  
Deputy to the Director for Collection Tasking  
Director, National Foreign Assessment Center  
Deputy Director for Administration  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Director of Personnel Policy, Planning and Management  
Comptroller  
Director of Public Affairs  
Director of Equal Employment Opportunity

FROM: Frederick P. Hitz  
Legislative Counsel

SUBJECT: Coordination of Congressional Testimony

REFERENCE: Memo to LC from DCI dtd 4 March 1980, Same Subject

1. In the reference memorandum the Director assigned to this Office the responsibility for reviewing his testimony prepared by elements of the Intelligence Community or CIA, ensuring that it meets his needs, coordinating it as appropriate and providing analyses and background concerning the committee members and issues involved. The DDCI subsequently asked this Office to assume the same responsibilities for his appearances before Congress. This Office will continue to be responsible for scheduling the DCI's, the DDCI's, and many other Intelligence Community appearances before Congress and notifying the appropriate offices when briefing materials need to be prepared.

2. This marks a significant departure from the way we have been doing business. I am convinced that this change is absolutely necessary if we are to deal effectively with Congress in the development and implementation of the Intelligence Community's and the CIA's legislative program and if we are to maintain effective liaison with the members and committees of Congress and their staffs in order for them to develop a broader understanding of and appreciation for the Intelligence Community and its vital contributions to national security. Admittedly this places an additional burden upon this Office, but with your cooperation and support, I am sure we will be more successful in what I am sure you agree is a fundamental and critical area for us -- good relations with the Congress.

3. I would also like to ask each of you to send to this Office for retention a copy of any prepared statement that either you, or any member of your office, presents to a Congressional committee. I am concerned that as time goes by the various committees and their staffs will acquire a "base of knowledge" or expertise on intelligence matters rivaling our own. Routine transfers, retirements and other normal breaks in continuity pose more of a problem for us than they pose for most committees. I do not have to tell you how embarrassing it can be for all of us (and how much some committee staffs enjoy it) when we trip over ourselves by making statements on subjects or issues without being aware of what we or our predecessors said last year on the same matter. Therefore, I am establishing a "library" of testimony to serve you and your successors, as well as the DCI and DDCI. STATINTL

4. I am pleased to inform you that [redacted] has recently joined this Office. Tony is now our Associate Deputy Legislative Counsel and in addition to being third-in-command will be specifically responsible for carrying out the DCI's (and DDCI's) 4 March instruction. In fulfilling his new responsibilities, he will continue to work through your designated focal points unless we hear differently from you. STATINTL

[redacted]  
Frederick P. Hitz  
Legislative Counsel

cc: DCI  
DDCI  
Ex. Sec.  
PB/NSC

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